

SPECIAL PERMIT WITH SITE PLAN REVIEW APPLICATION FORM

This application is a supplementary form to Part A of the SPGA Application Form. **You must also complete the SPGA Application form.**

INSTRUCTIONS

Please read all instructions. **Your application will not be processed if this form is incomplete.**

- 1) **A preliminary meeting with the Planning Staff is required** before submitting your application. The Planning Staff will explain the information requirements applicable to your project review. Under the Rules and Regulations of the Permit Granting Authorities, the Planning Director has the authority to waive and/or require information pursuant to §5.2.3 of the Somerville Zoning Ordinance. It is a good idea to determine information requirements and obtain any waivers **before** submitting your application to the Planning Department, where it will be officially filed with the City Clerk.
- 2) **MINIMUM SUBMISSION ITEMS:**
In addition to the requirements listed on the SPGA Application Form, Applicants must submit:
 - ☐ **Ten (10) copies** of this form, fully completed, including copies of any additional sheets necessary to complete the **PROJECT DESCRIPTION** section of this form;
 - ☐ **Five (5) additional copies** (10 total) of the SPGA Application Form;
 - ☐ **Five (5) additional copies** (10 total) of the Division of Inspectional Services denial letter listing violations of the Somerville Zoning Ordinance or requirements for special permits relative to your proposal;
 - ☐ **Five (5) additional copies** (8 total) of scaled plans and/or drawings of your proposal (see requirements in Checklist of Required Information). These additional copies should all be at a minimum scale of 1"=40'.
 - ☐ **All items on the plan checklist** attached to this form.
- 3) **PROJECT DESCRIPTION:** Complete the information requested on the next page, including Project Address, Applicant Name, Type of Petition, and Project Description. **Do not leave any of items #1-6 under PROJECT DESCRIPTION unanswered.** If an item does not apply to your project, write "does not apply" as your response.
- 4) **CHECKLIST of REQUIRED INFORMATION:** Complete the checklist attached to this form. In the column marked "Applicant", indicate whether you are including the required information or seeking a waiver. See the bottom of the checklist for information regarding requests for waivers.
- 5) **PLANNED UNIT DEVELOPMENT (PUD):** If this application is for final approval of a phase of a PUD, be sure to attach a statement (include 4 copies) of the project's status relative to the approved PUD Master Plan. Contact the Planning Department for specific requirements and a recommended format for presenting the data.
- 6) **OFFICIAL FILING OF APPLICATION:** **Contact the Planning Staff for an appointment** to review your application and verify that it is properly completed. The Application (all copies and attachments) must be submitted to the Planning Department, where it will be officially filed at the Office of the City Clerk.

FOR HELP, contact the Planning Department. The Planning Staff can assist you in completing this form, explain procedures, and advise you of any further requirements.

Planning Department
City Hall, 3rd Floor
93 Highland Avenue
625-6600, ext. 2500

Zoning Board of Appeals
City Hall, 3rd Floor
93 Highland Avenue
625-6600, ext. 2500

Division of Inspectional Services
Dep't of Public Works, 1st Floor
One Franey Road
625-6600, ext. 5600

Office of the City Clerk
City Hall, 1st Floor
93 Highland Avenue
625-6600, ext. 4100

SPECIAL PERMIT WITH SITE PLAN REVIEW APPLICATION FORM

PROJECT ADDRESS:

APPLICANT'S NAME:

TYPE OF PETITION:

Indicate below all the types of special permit with site plan review (SPSR) for which you are applying:

☐

SECTION 7.11:

SPSR required by the Table of Uses

☐

SECTION 7.2:

To establish more than one (1) principal structure on a lot in RA or RB districts

☐

SECTION 7.3:

To exceed maximum dwelling units per lot in RA or RB districts

☐

ARTICLES 16 & 5:

Final approval for phase of an approved PUD master plan

PROJECT DESCRIPTION:

If necessary, use additional sheets to respond to the items below. Please reference appropriate plans or drawings in your application. **Do not leave any items unanswered.** If an item does not apply to your project, write "does not apply" as your response.

- 1) Please be sure you have fully explained the nature of your proposed project under the PROPOSAL section of Part A of the SPGA Application Form. Use the space below to explain your project, development, business, etc. in more detail.
- 2) Explain demolition and construction procedures, including impact mitigation measures, and an estimate of phasing and time period required for completion of the development.
- 3) Explain proposed method for solid waste disposal (how waste will be collected and stored, who will be responsible for pick-up and maintenance, recycling efforts, etc.).
- 4) Give a general summary of existing and proposed easements or other burdens now existing or to be placed on the property.
- 5) Identify any historic sites or structures on the project site, or on neighboring properties, and explain any measures to protect historic features.
- 6) Explain any measures taken to preserve and protect natural resources. If there is any wetland, pond, or surface water body on the subject property, as defined under the Wetlands Protection Act, MGL Chapter 131, Sec. 40, explain the project's wetland permitting status and plans for protection of these features.

CHECKLIST OF REQUIRED INFORMATION FOR SPECIAL PERMIT WITH SITE PLAN REVIEW

REQUEST FOR WAIVER OF CERTAIN SUBMISSION REQUIREMENTS: If you believe certain required information on the checklist below is not applicable to your development proposal, you may submit a **written request** for waiver of the applicable items. In accordance with the Rules and Regulations of the Permit Granting Authorities, you **must** submit this written request with your official filing, or preferably, addressed to the Planning Director **prior** to the official filing. Contact the Planning Department for more information.

All plans and drawings must be certified by the appropriate Massachusetts-registered professional.

	Applicant		Planning Department		
	Included w/ Appl.	Waiver requested	Waiver:		
			OK	Complete	Date
PLOT PLAN certified by land surveyor indicating total land area, boundaries, angles, dimensions of the site, and north arrow					
SITE PLAN (information may appear on separate drawings) showing:					
Present & proposed land uses					
Existing buildings, if any					
Dimensions of existing & proposed buildings & structures, including height, setbacks, and total square footage of all floors					
Locations and dimensions of any easements and public or private rights of way					
Parking & loading areas showing number, location, & dimensions of parking & loading spaces, driveways, accessways, & sidewalks					
Vehicular and pedestrian circulation systems					
Existing and proposed contour elevations with two foot (2') intervals					
Locations of all existing trees (note which, if any, trees are to be removed)					
BUILDING ELEVATIONS of front, side, and rear					
TOTAL FLOOR AREA & GROUND COVERAGE RATIO of each proposed building & structure (floor plans requested)					
COLORS & MATERIALS of exterior features of proposed structures including SAMPLES, if possible					
SIGNAGE PLAN with dimensions & locations of proposed & existing signs including colors & materials with SAMPLES if possible					
LANDSCAPING AND SCREENING including quantity, location, size, and species of all planting materials, as well as color, type, and size of any stones, walls, fences, etc. to be retained & removed					
OUTDOOR LIGHTING including quantity, location, size, and type of lighting fixtures as well as type and intensity of lighting facilities					
HISTORIC STRUCTURES showing location and describing significance					
SOLID WASTE DISPOSAL showing location and screening of facilities					
WETLANDS, ponds, and surface water bodies, as defined under the Wetlands Protection Act, M.G.L. Chapter 131					
MECHANICAL/UTILITY SYSTEMS PLAN including description and location of all proposed mechanical & electrical system components, exhaust/ventilation systems, transformers, and satellite dishes					
PUBLIC UTILITIES CONNECTION PLAN including locations and adequacy of existing & proposed on-site public utilities & conditions (water, sewerage, & drainage), showing size & direction of flows					
TRAFFIC ANALYSIS (only three (3) copies necessary)					
TRAFFIC STUDY (if less than 25,000 square feet) including estimated peak hour traffic volumes generated by proposed use, relation to existing volumes & projected future conditions					
TRAFFIC IMPACT ANALYSIS (if 25,000 square feet or more) prepared by a professional traffic engineer. A "professional traffic engineer" is any individual who is registered with the Commonwealth of Massachusetts as a professional engineer in either traffic or transportation engineering, or any individual who has been certified by the Transportation Professional Certification Board, Inc. as a Professional Traffic Operations Engineer (PTOE). No other professional registration or qualification shall substitute for this requirement.					

You may supply other information that will aid the SPGA in judging the application. The SPGA may also require other, additional information in accordance with SZO Section 5.2.3 and its rules and regulations.